This brochure is designed to inform you about the pre-permit plan reviews for class 1 structures and their compliance with the Indianapolis/Marion County Revised Code.

FREQUENTLY ASKED QUESTIONS

Q: How long will it take for my plan review to be conducted?

A: Review time will vary based on project. We strive to have the initial review for a project completed within 15-20 business days.

Q: How much will the plan review cost?

A: The review fee is based on the amount of time the project takes to review. Each project is different, but providing complete and precise plans will eliminate additional time and fees spent in the review process.

Q: Can I submit plans for review at the same time I submit for a Construction Design Release?

A: Yes, and we encourage this to minimize additional wait time.

Q: Is there an expedited review process?

A: Yes. DCE offers accelerated plan review to decrease timeframes at any point in the process. Accelerated plan review is billed at a higher hourly rate, and reviews are typically completed in less than a week.

Q: If I am missing any information in my submittal, can I still get in queue for plan review?

A: No. Incomplete applications will not be accepted.

Revised: January 2016

Department of Code Enforcement

Driving public safety and improving quality of life in the City of Indianapolis / Marion County through the strategic application of civil code regulation, and the efficient and effective administration of:

- *PERMITS*
- *LICENSES*
- *INSPECTIONS*

For a complete list of services and resources, visit us online, in person or give us a call!

LOBBY HOURS:

Mon, Tue, & Thu: 8:00 a.m. — 5:00 p.m.

Wed: 12:00 p.m. — 5:00 p.m.

Fri: 9:00 a.m. — 5:00 p.m.

Sat, Sun & Holidays: Closed

Questions regarding case history, permits, reports and enforcement? Visit the Citizen Access Portal **Indy.gov/dce/research**.
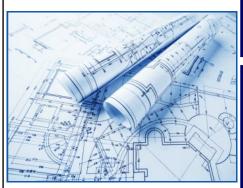
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Follow Us On Twitter **@IndyDCE**

To report an ordinance violation or neighborhood concern:

By Phone: **(317) 327-4MAC (4622)**
Go Online: **Indy.gov/RequestIndy**
Mobile App: **RequestIndy** (iPhone/Android)

THE CITY OF
INDIANAPOLIS
— DEPARTMENT OF CODE ENFORCEMENT —
EST. 1821

PRE-PERMIT PLAN REVIEW FOR CLASS 1 STRUCTURES

D C E
DEPARTMENT OF CODE ENFORCEMENT

1200 S Madison Ave., Suite 100 Indianapolis, IN 46225
Phone:(317) 327-8700 • Fax:(317) 327-8696
www.Indy.gov/dce

INCORPORATE PER-PERMIT PLAN REVIEW INTO YOUR PROJECT

Build plan review into your timeline. Plan review varies with each project, but our goal is to complete an initial review within 15-20 business days.

Adjust your budget. An initial review fee ($346.00) is due upon application submittal which includes three hours of plan review. Plan reviews in excess of three hours will be billed at a rate of $91.00 per hour. The hourly rate for accelerated reviews is $316.00 per hour.

Be detailed. Incomplete applications will not be accepted. Minimum requirements are essential to start the process, but including additional detail may save you additional time and money on plan review.

WHO CAN APPLY

Anyone can submit plans, however, the permit must be issued in the name of an authorized agent of a licensed contractor, a registered architect/engineer, or a property owner when they are doing the work themselves.

GENERAL REQUIREMENTS

- A building permit application shall be completed in its entirety and shall accompany each submittal for review (one (1) permit per building). Permit applications will NOT be accepted until complete.
- Professional seals, when required, shall appear on all sheets and be signed and dated by the designer.
- The recommended architectural scale on submitted drawings for review is 1/8" per foot.

- The recommended architectural scale of details on drawings is 1/4" per foot.
- Three complete sets of plans must be submitted with each application.

MINIMUM REQUIREMENTS FOR SUBMITTAL

- The area and scope of work shall be clearly indicated on the plans
- All plans shall be numbered and an index shall be furnished on the cover sheet
- Address of the project shall be on the plans
- All plans shall be drawn to scale
- Site plan
- Foundation/basement plan
- Detailed/dimensioned floor plan(s)
- Wall elevations
- Sections and details for walls
- Floor details
- Roof details
- Electrical plans
- Mechanical plans
- Plumbing plans
- Specification manual
- Automatic fire-extinguishing systems
- Fire detection and alarm systems

AVOID TOP 10 PLAN REVIEW VIOLATIONS

1. Incomplete plan content
2. Design professional seal and signature
3. Accessibility (Egress, Door Swing, Ramps, Aisle Width, Restroom Details, Accessible Parking, Accessible Route)
4. Design for fire-resistive-rated construction
5. Egress/emergency lighting

6. Occupancy separations
7. Fire rating of building elements
8. Inadequate exiting and exit signage
9. Grounding electrode system
10. Minimum plumbing fixtures

TIPS TO EXPEDITE PLAN REVIEW

- Submit your plans for review at the same time you submit for a Construction Design Release.
- Provide a detailed code summary on the plans or with your plan submittal.
- When a plan correction is required, provide a precise written statement of how and where the correction was made and clearly indicate all corrections on the plans.
- Respond quickly to any question or comments from your plan reviewer.

PLAN REVIEW TIME

Due to the fluctuation of work flow and the complexity and size of projects, the department can not guarantee a turnaround time but anticipates initial reviews to be completed within 15-20 business days.

HOW TO APPLY

1. **Walk-in Lobby** - Drop off completed application (available online) and three sets of building plans during lobby hours.

2. **On-line** - Avoid printing multiple sets of plans, waiting in line, and multiple trips to our office by submitting application and plans online. For a complete list of eligible structural permit types visit:
www.indy.gov/dce/research.